



FOR CLERK USE ONLY

City Council

Item No. CITY COUNCIL AGENDA
FACT SHEET

POLICE

Department

10/19/10

Requested Date

1. Request:

Council Approval

☒Information Only/
Presentation☐

Other (specify)

☐

Hearing

☐

2. Requested Action:

Request City Council approval to fill specific vacancies using salary savings.

3. Fiscal Impact:

Revenue:

Increase

☐Source:

Decrease

☐Amount: \$

Cost:

Increase

☐Source:

Decrease

☐Amount: \$ Does Not Apply ☒

4. Reviewed By:

Finance Dept. on

By:

Comments:

City Attorney on

By:

Comments:

Note: Back up must be submitted along with this form. Deadline is 5:00 p.m., 2 Fridays before the scheduled meeting date.

CLERK USE ONLY:

CITY COUNCIL DATE:

Action

☐

Filing

☐

Consent

☐

Presentation

☐

Hearing

☐

Other(specify)

☐

Reviewed by: City Clerk

City Manager

Date

Date

CALEXICO CITY COUNCIL AGENDA
October 19, 2010 Meeting

To: **Honorable City Council**
From: **Jim Neujahr, Police Chief**
Subject: **Backup Information**



Requested Action:

Request City Council approval to fill specific vacancies using salary savings.

Background Information:

Beginning in October 2010, a Calexico Police Officer will be deployed over-seas as part of his military reserve duties. The officer is expected to be on military leave from a year to a year and one half. During the officer's absence, there is an expected salary and benefits savings of approximately \$71,000 during the current fiscal year.

The Police Department currently has one employee assigned to the Records Division where there were previously four employees. The employee working in Records is not able to keep up with the required legal filings and requests. Each day, the division is falling further behind. I request that we be allowed to hire the trained employee that is currently on lay-off status. This employee would be hired as a 1,000 hour temporary employee for the time being, at a cost of approximately \$20,000 for the remainder of the fiscal year. The second position that I request to temporarily fill is that of the Police Officer that is being deployed. I request to temporarily promote a trained Reserve Police Officer to fill the vacancy. The Reserve Officer has completed his academy and field training. The Reserve Officer would be a 1,000 hour temporary employee during the absence of the regular officer. By using a trained reserve officer, we significantly reduce the training time since the reserve officer has already completed the same training as that of a regular police officer. This is an advantage compared to hiring someone new that would be required to start the process from the beginning. The other advantage is that the reserve officer is not being offered permanent employment since the regular officer will be returning to his position in the future. The cost of bringing a Reserve Police Officer to Step 1, as a temporary employee is about \$40,000 for the fiscal year.

The hiring of the temporary records clerk equals about \$20,000 for FY 10-11 and the temporary police officer will cost about \$40,000 for FY 10-11. A total cost of \$60,000.

CITY OF CALEXICO

CLASS TITLE: RECORDS ASSISTANT

BASIC FUNCTION:

Under the direction of the Records Supervisor, perform a variety of record-keeping duties in the preparation and maintenance of public records and reports for the Police Department; prepare and process related forms, applications and various other documents; perform related clerical duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical duties in the preparation and maintenance of manual and automated records and reports for the Police Department; respond to requests for reports from law enforcement and government agencies, insurance companies and others according to established guidelines and procedures; maintain confidentiality of police records; prepare and review reports for filing at the District Attorney's office.

Input and scan criminal, arrest and various other data into an assigned computer system; establish and maintain a variety of automated records; initiate queries and generate computerized reports including crime reports, statistical reports and related information; assure accuracy of input and output data.

Compile information and prepare and maintain a variety of records, logs and reports related to criminal information, jail records, arrests, traffic reports and other incidents as assigned; prepare daily production log; purge and seal records according to established procedures.

Establish and maintain filing systems including juvenile, index and other files as assigned; duplicate materials as necessary; file approved complaint reports at the Superior Court for processing.

Type correspondence, memoranda, reports, requisitions, forms, abstracts and other documents; proofread and edit written materials as required; process a variety of forms and applications; distribute a variety of documents, reports and other materials to Department personnel and others as directed.

Answer telephones and greet office visitors; provide information and assistance to callers, take messages or refer calls or visitors to appropriate personnel.

Provide information and services to other departments and personnel, law enforcement and various outside agencies and organizations and the general public.

Operate a variety of office equipment including a calculator, multi-telephone line system, copier, fax machine, typewriter, cash register, computer and assigned software and other related equipment; operate a digital image scanner.

Process and maintain documents involved in the registration of convicted arson, sex offenders and narcotic registrants as assigned; process various criminal history background checks.

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Operate a fingerprinting machine to scan and record applicant fingerprints; forward fingerprinting information to the appropriate agencies and personnel including the Department of Justice.

Collect fees or payments for departmental services, reports and licenses as assigned; prepare receipts and maintain related records; prepare cash deposits; close cash register.

Order and maintain adequate stock of office supplies as assigned.

OTHER DUTIES:

Assist dispatch with questions regarding paperwork, computer entries or corrections as needed.

Provide support and assistance to sworn officers and non-sworn personnel as needed for records or related system information.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Telephone techniques and etiquette.

Record-keeping and report preparation techniques.

Data control procedures and data entry operations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Basic arithmetic calculations.

ABILITY TO:

Perform a variety of record-keeping duties in the preparation and maintenance of manual and automated records and reports for the Police Department.

Prepare and process related forms, applications and various other documents.

Perform various clerical duties related to assigned functions.

Utilize a computer to input data, maintain automated records and generate reports.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Learn terminology, policies and objectives of assigned program and activities.

Operate a variety of office equipment including a computer and assigned software.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Answer telephones and greet the public courteously.

Maintain various logs and files.

Communicate effectively both orally and in writing.

Type or input data at an acceptable rate of speed.

Establish and maintain cooperative and effective working relationships with others.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of general clerical experience including frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Contact with dissatisfied or abusive individuals.

CITY OF CALEXICO

CLASS TITLE: POLICE OFFICER

BASIC FUNCTION:

Under the direction of a Police Sergeant, perform police protection and other law enforcement services to safeguard the lives, property and constitutional rights of the citizens of Calexico; respond to crime and accident scenes, emergency situations and other requests for assistance; detect, apprehend and arrest criminals; enforce the laws and ordinances of the City; perform booking procedures; control traffic flow and enforce local traffic regulations; perform a variety of specialized duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide a variety of police protection and other services to enforce the laws and ordinances of Calexico and safeguard the lives, property and constitutional rights of citizens; patrol and enforce State of California borders.

Drive patrol vehicle in an assigned area, observing for conditions and activities in which there appears to be potential or actual harm to persons or property, disruption of public order, or any other violation of law; conduct residential and commercial security surveys; apprehend and arrest persons suspected or convicted of committing crimes.

Investigate criminal complaints to determine case validity and able to be prosecuted by the City Attorney or County Prosecutor; observe, interview and interrogate victims, witnesses and suspects.

Respond to a wide variety of calls from citizens in need of first aid, information and general assistance; provide direction or information to individuals or groups for the purpose of preventing, subduing or alleviating harmful, dangerous or illegal situations.

Enforce traffic laws; issue citations and make arrests as necessary; investigate accidents and determine causes; document occurrence, provide for injured parties and provide traffic control; respond to complaints regarding abandoned vehicles, parking or other traffic-related issue.

Provide first aid and rescue services at crime scenes, accidents and other emergency situations.

Respond to observed or reported suspected or actual harmful or illegal conditions or activities through investigating activities or taking appropriate action required for preventing, subduing or alleviating such conditions or activities.

Prepare formal descriptive reports of, and provide testimony about potentially, suspected, or actually harmful or illegal conditions or activities, and of actions taken in response to such conditions or activities, for use by the department and other public agencies.

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Communicate with other City personnel, law enforcement agencies and health care providers to coordinate efforts, resolve problems and exchange information.

Prepare accurate and detailed investigative reports; complete a variety of forms and issue citations as appropriate; testify in court concerning investigations conducted and arrests made in the course of assigned duties.

Conduct crime scene investigation including photography, evidence gathering and measuring; prepare cases for trial including preparation of evidence, photographs, and documents; present material in court as necessary.

Utilize and maintain a variety of specialized equipment such as firearms, police vehicles, radios, baton, handcuffs, flares and others according to established procedures; utilize a computer in preparing investigative reports, including sketches.

Participate in or provide training and instruction of specialized police duties as directed; participate in various in-service training programs and conduct law enforcement classes in schools.

Provide instruction in schools and the community regarding crime prevention and other law enforcement subjects; learn and implement prescribed programs such as DARE in school classrooms; make presentations to community groups as necessary including parents, clubs and special interest groups.

Maintain proficiency in driving and the use of firearms.

OTHER DUTIES:

Apprehend traffic violators, issue citations and warnings; test and book offenders.

Conduct background investigation of offenders as necessary including detailed checks of automated information; research cases and develop investigative strategy.

Perform surveillance duties as assigned.

Provide assistance to other officers as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures used in police work.

State, County and City laws and ordinances.

Geography of the City and specific areas of assignment.

Rules of evidence and laws of arrest.

Operation of a variety of specialized police vehicles and equipment.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy,
Basic first aid procedures.

ABILITY TO:

Exercise independent discretion when responding to emergencies.
Protect the lives, property and constitutional rights of the citizens of Calexico.
Prepare clear and concise reports.
Present evidence and testimony in court.
Maintain current knowledge of the law and modern law enforcement techniques.
Respond to crime and emergency scenes and take immediate and appropriate action.
Maintain proficiency in driving and in the use of firearms in accordance with departmental guidelines.
Analyze situations accurately and adopt an effective course of action.
Participate in specialized programs and assignments to support police-related activities and community relations.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Understand and work within scope of authority.
Establish and maintain cooperative and effective working relationships with others.
Observe legal and defensive driving practices.
Comply with safety standards and regulations.
Perform duties requiring physical endurance in running, climbing and lifting.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or GED.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of law enforcement academy training approved by the California State Criminal Justice Training commission and field training provided by the Calexico Police Department before completion of probationary period.
Valid California driver's license.
Successful completion of physical examination.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor working environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.
Emergency call-out.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and over the radio.

Climbing stairs, ladders and over obstacles.

Walking, sitting, standing or running for extended periods of time while conducting searches.

Seeing to conduct surveillance.

Dexterity of hands and fingers to operate specialized equipment and firearms and perform searches.

Bending at the waist, kneeling or crouching.

Lifting, carrying or dragging heavy people or objects while performing arrests, rescue or general patrol functions.

Heavy physical labor.

HAZARDS:

Exposure to possible fights and confrontations.

Contact with dissatisfied, hostile or abusive individuals.

Driving a vehicle during adverse weather conditions.

Explosives and guns.

Smoke and fumes inhalation and toxic gases.

Exposure to hazardous body fluids and people with unknown medical conditions.

Working at heights.

Extreme weather conditions.

Working in confined spaces.

Falling objects.

Various immediate dangers to life or health.